



Overview of the Maryland Health Care Commission Electronic Health Network Certification Program

By the regulatory authority set forth under COMAR 10.25.07, the Maryland Health Care Commission (MHCC or Commission) electronic health network (EHN or network) certification program, in partnership with the Electronic Health Network Accreditation Commission (EHNAC), a national accreditation organization, assures that networks operating in Maryland meet industry best practice standards related to privacy and confidentiality, technical performance, business practices, physical and human resources, and security. MHCC defines an electronic health network as an entity involved in the exchange of electronic health care transactions between two or more parties.

Networks initiate the certification process through submission of MHCC EHN application documents, which MHCC reviews prior to granting EHN candidacy status. Networks have 12 months to receive Commission approval for MHCC EHN certification. MHCC EHN certification is valid for two years; networks must reapply and be approved for network recertification.

Please note that networks must be EHNAC accredited or re-accredited before MHCC will make certification or recertification recommendations to the Commission. Networks should plan their activities for meeting EHNAC accreditation with the activities for obtaining MHCC EHN certification. This will help networks accomplish both MHCC EHN certification and EHNAC accreditation within the same timeframe. For detailed information regarding the EHNAC accreditation process, please visit the EHNAC web site at: www.EHNAC.org.

MHCC must be notified at least 60 days before the closure, sale, lease, assignment, or transfer of an MHCC certified EHN to any other person or entity. The current certification status of an MHCC certified EHN that is closed, sold, leased, assigned, or transferred in any way to a person or entity who is not the certified entity will be reviewed.

The MHCC EHN certification process is outlined below:

A. Achieving MHCC EHN Candidacy Status

1. To achieve MHCC EHN candidacy status, networks must submit the following:
 - a. A completed and signed MHCC EHN certification application.
 - b. Required supporting documentation.
 - c. MHCC EHN application check is either \$400 for an EHN with one operational site, or for EHNs with multiple operational sites, a fee of \$400 plus a \$200 fee for each additional operational site, payable to **MHCC**.
2. MHCC EHN application documents should be submitted within 60 days of receiving the application from MHCC. *Networks may submit a written request to extend the application deadline if the request is received 15 days prior to the application due date.*

Requests must include reasons for the extension request, and a proposed application submission date. MHCC will review extension requests and respond within seven days.

3. MHCC will review MHCC EHN application documents within 30 days of receipt and will schedule a conference call to review the application documents and address areas that may require improvement or strengthening with regard to the EHNAC self-assessment. MHCC will also review deadlines and requirements for MHCC EHN certification approval.
4. Subsequent to successful conclusion of the conference call, MHCC will grant MHCC EHN candidacy status. The MHCC website will be updated to include the network as an MHCC EHN Candidate upon receipt of the network's logo.

B. Achieving Initial MHCC EHN Certification

1. MHCC will contact networks periodically during the candidacy period to review the status of completing the EHNAC self-assessment report. EHNAC requires networks to submit the EHNAC self-assessment report within eight months of EHNAC candidacy approval. **A copy of the EHNAC self assessment CD must be submitted to MHCC at the same time it is submitted to EHNAC.**
2. As part of the MHCC EHN certification process, MHCC will review the EHNAC application and EHNAC self assessment, as well as the EHNAC reviewer's onsite visit report. MHCC may request additional documentation and clarification of the network's policies and procedures. **Please note that networks must be EHNAC accredited before MHCC staff can grant certification as an electronic health network.**
3. Upon Commission approval, networks will be notified in writing, and the MHCC EHN certification logo will be sent to the network for use in marketing and promotion efforts. The MHCC web site will be updated to reflect that the network is an MHCC certified EHN.

MHCC EHN certification is valid for two years; networks must reapply and be approved for network recertification.

C. Achieving MHCC EHN Recertification

1. MHCC will contact networks through a telephone call regarding the recertification application process four months prior to the current MHCC EHN certification expiration date.
2. Networks must submit the following information within two months prior to the current MHCC EHN certification expiration date:
 - a. A completed and signed MHCC EHN recertification application.
 - b. Required supporting documentation.
 - c. An MHCC EHN application check is either \$250 for an EHN with one operational site, or for EHNs with multiple operational sites, a fee of \$250 plus a \$125 fee for each additional operational site, payable to **MHCC**.
 - d. A copy of the EHNAC self assessment CD.

3. *Networks may submit a written request to extend the application deadline if the request is received 15 days prior to the application due date.* Requests must include reasons for the extension request, and a proposed application submission date. MHCC will review extension requests and respond within seven days.
4. MHCC will review the recertification application documents, the EHNAC application, the EHNAC self assessment, and the EHNAC site reviewer report. A conference call will be scheduled with the network to discuss the results of the recertification review, and may request clarification or additional documentation. Deadlines and requirements for MHCC EHN recertification approval will also be reviewed.
5. MHCC EHN recertification must be approved by the Commission. **Please note that networks must be re-accredited by EHNAC before MHCC staff can grant recertification as an electronic health network.**
6. Upon Commission approval, networks will be notified in writing. The MHCC web site will be updated to reflect that the network has been recertified as an MHCC certified EHN.

MHCC EHN recertification is valid for two years; networks must reapply and be approved for subsequent network recertification.

If there are any questions regarding the MHCC EHN certification application or process, please contact: William Chan at (410)764-3374 or at wchan@mhcc.state.md.us.